



COVID-19 Vaccinations Entry Employee Self Service Job Aid



All executive branch employees, contract staff, interns, and volunteers are required to provide their COVID-19 vaccination status. If vaccinated, you are also required to provide supporting documentation. This job aid will go over the steps you need to take to enter your vaccination information in Employee Self Service.

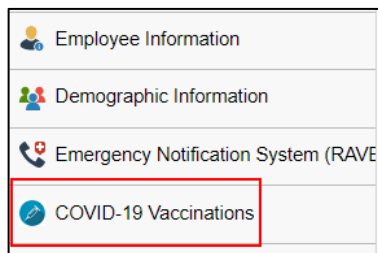
If you have questions about how to enter your information or are unable to enter the information via Employee Self Service, please contact your HR office for assistance.

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Accessing the COVID-19 Vaccinations Page

1. Log in to Employee Self Service: <https://ess.wi.gov>
2. Click on the **My Information Tile** on the **Employee Self Service** Homepage
3. Click on **COVID-19 Vaccinations** from the **My Information** navigation collection.



Entering Vaccination Information

1. To enter your vaccination status, click on the radio button in the **Update COVID-19 Vaccination Attestation** section of the page indicating that you have been vaccinated.

Current COVID-19 Vaccination Attestation

Not answered

Update COVID-19 Vaccination Attestation

☒ I attest that I have received an FDA-authorized or World Health Organization (WHO) authorized COVID-19 vaccine. Fully vaccinated is 2 weeks after the second dose in a 2-dose series (e.g., Pfizer, Moderna, or Johnson & Johnson)

☐ I have not received a COVID-19 vaccine.

2. Then click **Add Vaccination Record** to enter your vaccination information.

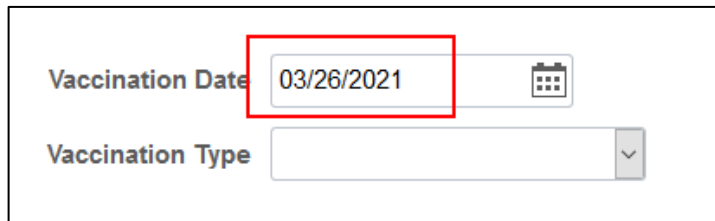


Vaccinations

No Vaccinations Found

[Add Vaccination Record](#)

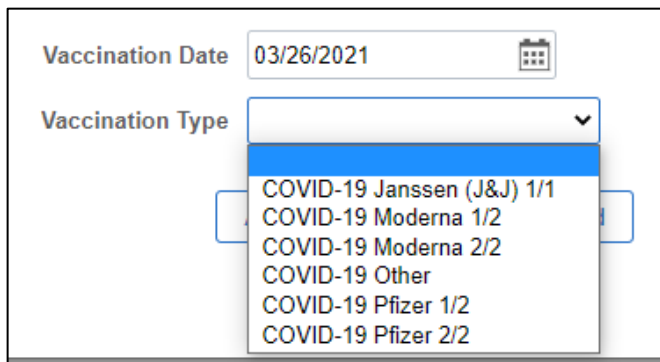
3. Enter the **Vaccination Date**. If you received two vaccines (Pfizer or Moderna), enter the date of your first vaccine (you will enter the date of the second vaccine later).



Vaccination Date 03/26/2021

Vaccination Type

4. Click the down arrow in the **Vaccination Type** box and select the COVID-19 vaccine that you received.
 - a. If you are entering the first dose in a series, select the vaccine that ends in "1/2" and when entering the second dose, select the vaccine that ends in "2/2."

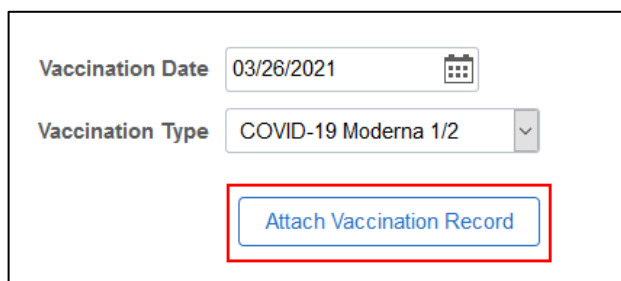


Vaccination Date 03/26/2021

Vaccination Type

- COVID-19 Janssen (J&J) 1/1
- COVID-19 Moderna 1/2
- COVID-19 Moderna 2/2
- COVID-19 Other
- COVID-19 Pfizer 1/2
- COVID-19 Pfizer 2/2

5. Once you have selected the Vaccine Type, click on **Attach Vaccination Record** to upload vaccine documentation.



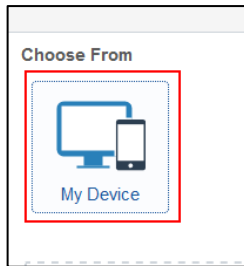
Vaccination Date 03/26/2021

Vaccination Type COVID-19 Moderna 1/2

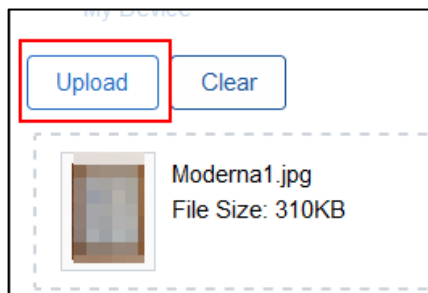
[Attach Vaccination Record](#)

- a. Examples of vaccination documentation include a picture of your CDC vaccination card or a screenshot of your vaccination record from the [Wisconsin Immunization Registry](#). If your vaccine was received outside of Wisconsin, documentation from another state's registry is also acceptable.

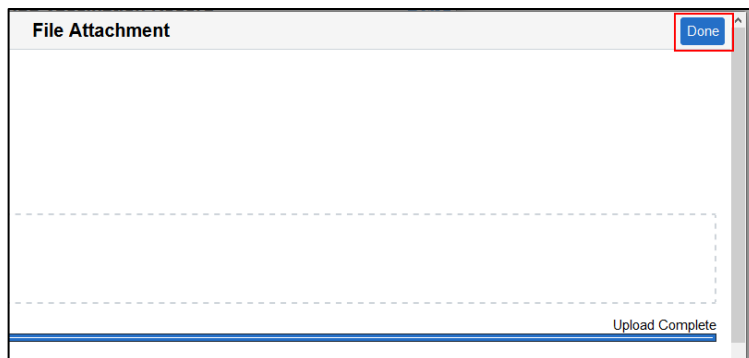
6. Click on **My Device** and select the applicable documentation.
 - a. This process is mobile-friendly so if you have a picture of your documentation on your phone, you can do this entire process from your phone and upload the picture directly from your phone.



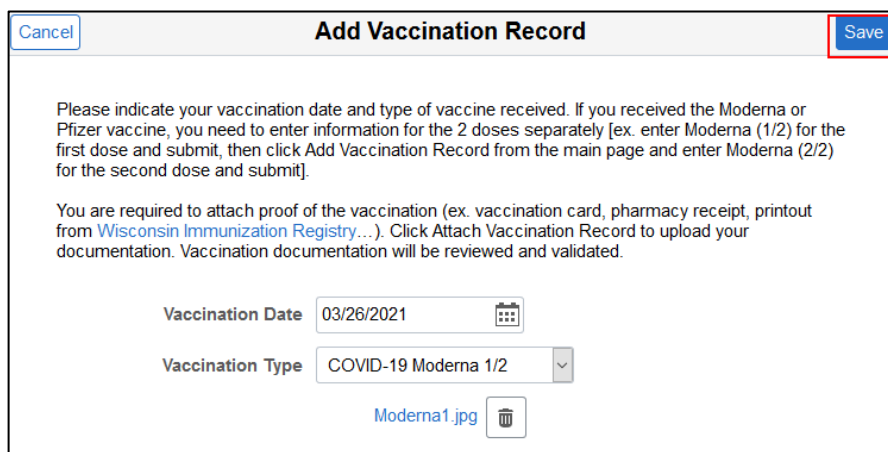
7. Once you have selected the file, click **Upload**.



8. Once the upload is complete, click **Done**.



9. Once you have entered all information and uploaded your documentation, click **Save**.



Add Vaccination Record

Please indicate your vaccination date and type of vaccine received. If you received the Moderna or Pfizer vaccine, you need to enter information for the 2 doses separately [ex. enter Moderna (1/2) for the first dose and submit, then click Add Vaccination Record from the main page and enter Moderna (2/2) for the second dose and submit].

You are required to attach proof of the vaccination (ex. vaccination card, pharmacy receipt, printout from [Wisconsin Immunization Registry...](#)). Click Attach Vaccination Record to upload your documentation. Vaccination documentation will be reviewed and validated.

Vaccination Date: 03/26/2021

Vaccination Type: COVID-19 Moderna 1/2

Moderna1.jpg

10. The following will display. Click OK.

I declare that the information I provided is accurate and true.




I acknowledge that information provided may be subject to verification and that intentionally providing incorrect information may result in disciplinary action.

OK

I attest that I have received an FDA-authorized or World Health Organization authorized COVID-19 vaccine and that I am fully or partially vaccinated.

11. The vaccination information will now display on the page and the document status will be “Pending Verification”.

My COVID-19 Vaccinations

Type	Date	View Attachment	Document Status
COVID-19 Moderna 1/2	03/26/2021		Pending Verification  

Add Vaccination Record

12. If you need to enter information for the second vaccine in the series, click **Add Vaccination Record** and follow the Steps 3 – 10 to add the additional record.

- a. Note – you will need to attach documentation again. If information regarding both vaccines is in the same document, you can upload the same document for the 2nd dose of the vaccine.







Vaccinations

Type ▾	Date ▾
COVID-19 Moderna 1/2	03/26/2021

Add Vaccination Record

13. Once you have completed all entry, click **Submit Information** on the bottom of the page.

My COVID-19 Vaccinations

Type	Date	View Attachment	Document Status
COVID-19 Moderna 2/2	04/23/2021		Pending Verification  
COVID-19 Moderna 1/2	03/26/2021		Pending Verification  

Add Vaccination Record

Submit Information


14. The following will display. Click **OK** to submit your information.

I declare that the information I provided is accurate and true.
I acknowledge that information provided may be subject to verification and that intentionally providing incorrect information may result in disciplinary action.

OK

- Human Resources staff will review and validate uploaded documentation. Once the validation is done, "Document Verified" will display under Document Status.

My COVID-19 Vaccinations

Type	Date	View Attachment	Document Status
COVID-19 Moderna 1/2	03/26/2021		Document Verified

Attesting that You are Not Vaccinated

If you have not received a COVID-19 vaccine, you need to attest that you have not been vaccinated.

- Click on the radio button next to "I **have not** received a COVID-19 vaccine" in the Update COVID-19 Vaccination Attestation Section of the page.

Update COVID-19 Vaccination Attestation

☐ I attest that I have received an [FDA-authorized](#) or [World Health Organization](#) **partially** vaccinated: Fully vaccinated is 2 weeks after the second dose in single dose vaccine (e.g., Johnson & Johnson)

☒ I **have not** received a COVID-19 vaccine.

- Click **Submit Information** at the bottom of the page.

My COVID-19 Vaccinations

No COVID-19 Vaccinations Found

Add Vaccination Record

Submit Information

- The following will display. Click **OK**.

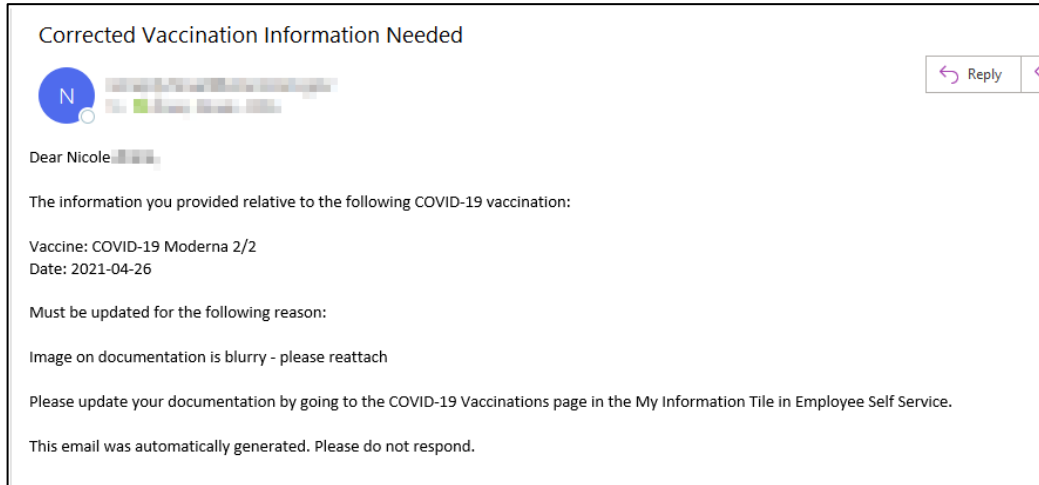
You have indicated that you have not received a COVID-19 vaccine.
You are required to adhere to all workplace and public health requirements for individuals who are not fully vaccinated.

OK






- No further entry is required. If you receive a vaccine in the future, come back to this page and indicate that you are vaccinated and enter your vaccination information.

Invalid Documentation

If it is determined that there is an issue with your vaccination entry, you will receive an email indicating what information needs to be updated on your entry.

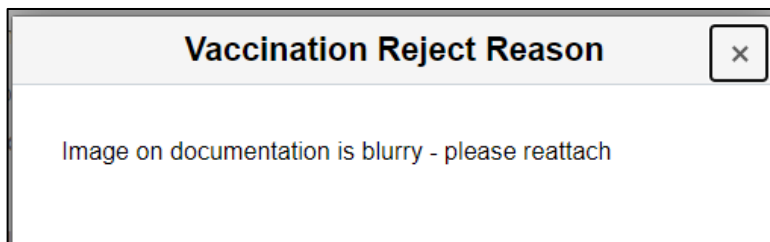


The **Document Status** on your vaccination entry will be "Document Invalid."

My COVID-19 Vaccinations			
Type	Date	View Attachment	Document Status
COVID-19 Moderna 2/2	04/26/2021		Document Invalid   
COVID-19 Moderna 1/2	03/26/2021		Document Verified

Click on the **Exclamation Point** to view the reason for the issue.





Type	Date	View Attachment	Document Status
COVID-19 Moderna 2/2	04/26/2021		Document Invalid   



Follow the steps in the **Editing Your Vaccination Entry** section of this document to update your entry.

Editing Your Vaccination Entry




If your vaccination information has not yet been verified, you can click on the **Pencil Icon** to edit the record, or the **Trash Can Icon** to delete the record.

My COVID-19 Vaccinations				
Type	Date	View Attachment	Document Status	
COVID-19 Moderna 2/2	04/26/2021		Pending Verification	 
COVID-19 Moderna 1/2	03/26/2021		Document Verified	

Updating Your Vaccination Entry

If you need to change anything about your vaccination entry (date, vaccination name, attached documentation), you can edit it at any time before the Document Status is "Document Verified."

1. Click on the **Pencil Icon** next to the row you want to edit.

My COVID-19 Vaccinations				
Type	Date	View Attachment	Document Status	
COVID-19 Moderna 1/2	03/26/2021		Pending Verification	 

2. Your vaccine entry will display.

Cancel

Edit Vaccination Record


Save

Please indicate your vaccination date and type of vaccine received. You are required to attach proof of the vaccination (ex. vaccination card, screenshot from [Wisconsin Immunization Registry](#)...). Click **Add COVID-19 Vaccination Record** to upload your documentation. Vaccination documentation will be reviewed and validated.

If you received the Moderna or Pfizer vaccine, you need to enter information for the 2 doses separately. For example, enter Moderna (1/2) for the first dose and click **Save** on this page. Go back to the main page and click **Add Vaccination Record** to enter Moderna (2/2) for the second dose.

Vaccination Date

Vaccination Type


[Moderna1.jpg](#) 

3. Update the **Vaccination Date** and/or **Vaccination Type** as applicable and click **Save** when complete.
4. If you need to delete your original documentation, click on the **Trash Can Icon** next to the attached document.

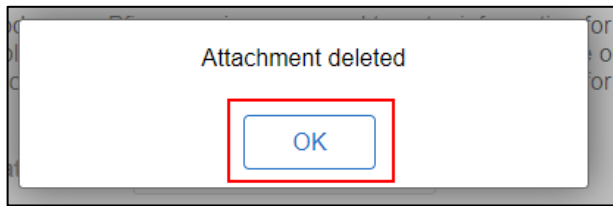
in page and click **Add Vaccination Record** to enter Moderna (2/2) for

Vaccination Date

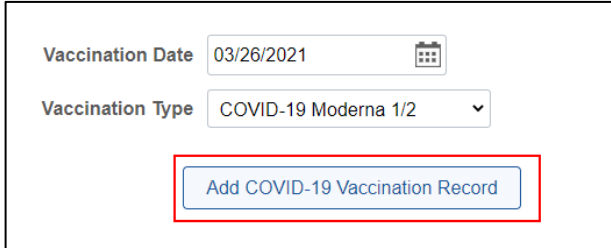
Vaccination Type

[Moderna1.jpg](#) 

- The following will display. Click **OK**.

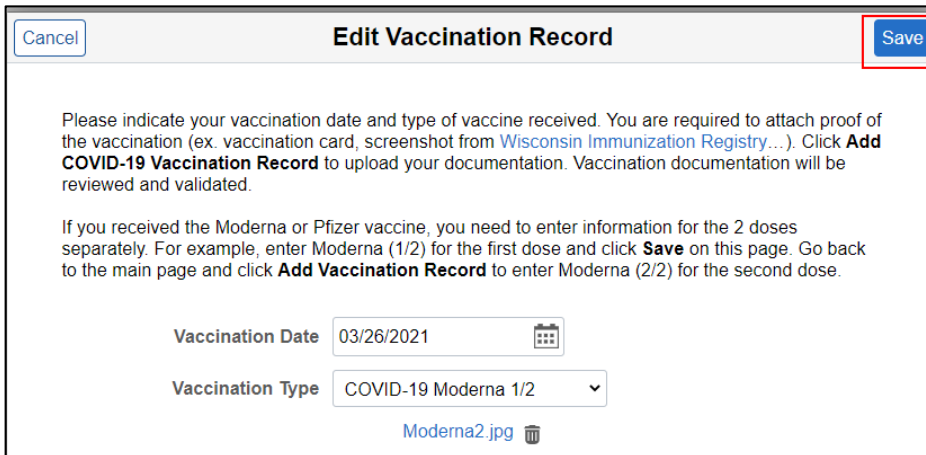


- Click **Add COVID-19 Vaccination Record** to add your updated documentation. Follow the steps previously outlined in this document to add your updated documentation.



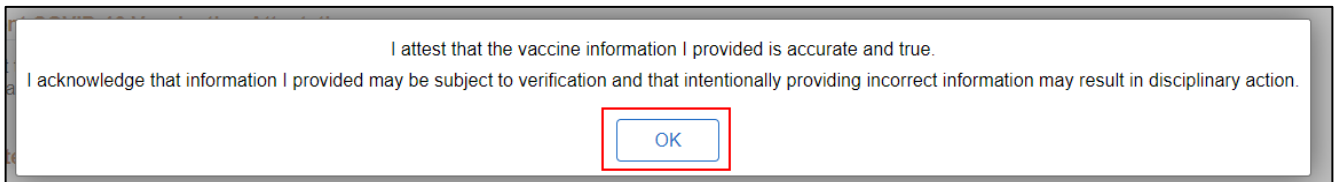
A form with two input fields: "Vaccination Date" with the value "03/26/2021" and a calendar icon, and "Vaccination Type" with the value "COVID-19 Moderna 1/2" and a dropdown arrow. Below these fields is a button labeled "Add COVID-19 Vaccination Record" highlighted with a red border.

- Click **Save** at the top of the page.



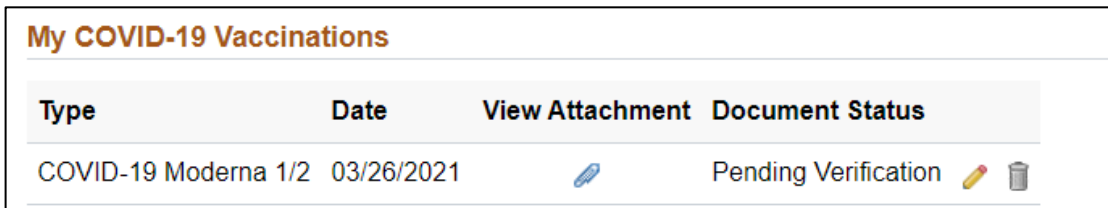
A form titled "Edit Vaccination Record" with a "Cancel" button on the left and a "Save" button on the right, both highlighted with red borders. The form contains instructional text: "Please indicate your vaccination date and type of vaccine received. You are required to attach proof of the vaccination (ex. vaccination card, screenshot from [Wisconsin Immunization Registry...](#)). Click **Add COVID-19 Vaccination Record** to upload your documentation. Vaccination documentation will be reviewed and validated." and "If you received the Moderna or Pfizer vaccine, you need to enter information for the 2 doses separately. For example, enter Moderna (1/2) for the first dose and click **Save** on this page. Go back to the main page and click **Add Vaccination Record** to enter Moderna (2/2) for the second dose." Below the text are two input fields: "Vaccination Date" with the value "03/26/2021" and a calendar icon, and "Vaccination Type" with the value "COVID-19 Moderna 1/2" and a dropdown arrow. Below these fields is a link "Moderna2.jpg" with a trash icon.




- The following will display. Click **OK**.



A dialog box with the text "I attest that the vaccine information I provided is accurate and true. I acknowledge that information I provided may be subject to verification and that intentionally providing incorrect information may result in disciplinary action." and an "OK" button highlighted with a red border.

- Your vaccine record will be in "Pending Verification" status.









My COVID-19 Vaccinations			
Type	Date	View Attachment	Document Status
COVID-19 Moderna 1/2	03/26/2021		Pending Verification  

Deleting Vaccine Information

You can delete your vaccination information and re-enter it instead of editing the original entry. You can delete the information at any time before the Document Status is "Document Verified."

1. Click on the **Trash Can Icon** next to the row that you want to delete.

My COVID-19 Vaccinations			
Type	Date	View Attachment	Document Status
COVID-19 Moderna 2/2	04/23/2021		Pending Verification  
COVID-19 Moderna 1/2	03/26/2021		Pending Verification  


2. The following will display. Click **Yes**.

Are you sure you want to delete this vaccination record?

3. After you click **Yes**, the following will display. Click **OK**.

Vaccination Record Deleted

4. The vaccine information is then deleted from the system.

My COVID-19 Vaccinations			
Type	Date	View Attachment	Document Status
COVID-19 Moderna 1/2	03/26/2021		Pending Verification 